

Donation

Version 2.4 released on 7/24/23

Updated RFA for donations including travel donations (use employee reimbursement process for travel approvals)



CITY COUNCIL USE ONLY		CITY CLERK USE ONLY	
Date Received: _____	Tracking #: _____	<input type="checkbox"/> Scanned	Date: <u>01.15.2025</u>
Committee Date: _____	Committee: _____	<input type="checkbox"/> Posted	Item #: <u>2501.00174</u>
1 st Agenda Date: _____	Hearing Date: _____		
	2 nd Agenda Date: _____		

All department items requiring Council approval must be submitted through the Mayor's Office.

Primary Details

Board Approval	Other Board Name	City Council Approval
_____	_____	<input checked="" type="radio"/> Yes <input type="radio"/> No
Department	Contact Name	Email
Water and Sewer	Eric Lee	elee@cityoftulsa.org
Bid/Project Number	Project Title	Donator
_____	_____	American Water Works Association
<i>Enter a Bid or Project Number (not a Title or Description)</i>	Traveler's Name	Event Date
_____	Eric Lee	1/23/25
Travel Event Title	Donation Amount/Value	Type of Donation
Jan 23, 2025 -Jan 25, 2025	\$472.37	Travel
	<i>City Council requires a dollar value</i>	

Budget

Funding Source(s)

TOTAL:

Enter the funding source(s) using the appropriate Munis funding format: Org (Allocation Code)-Object-Amount (1001211-531401-\$10.00) or Project String-Amount (144104.Abst>Title5413102.6001-4043122-541102-\$30,000.01)

Approvals

Department: <u>Matt Vaughan</u>	Date: <u>1.09.25</u>
Legal: _____	Date: _____
Board: _____	Date: _____
Mayor: <u>[Signature]</u>	Date: <u>JAN 15 2025</u>
Other: _____	Date: _____

Policy Statement

Background Information

Attending AWWA meeting with other water industry leaders and professionals to provide guidance to the water industry, discuss best practices and learn what process improvements can be applied to the City of Tulsa.

Provide background information on the requested action.

Summation of the Requested Action

Donation to attend the AWWA conference in Hilton Head, South Carolina Jan 23, 2025 - Jan 25, 2025. All expenses donated by AWWA in the amount of \$472.37

Summarize the pertinent details of the requested action

Other Pertinent Details

Provide any additional information that should be considered when considering approval of this contract document

Processing Information for City Clerk's Office

Post Execution Processing

- Mail vendor copy (add'l signature copies attached)
- Must be filed with other governmental entity
- Add'l governmental entity approval(s) required

Additional Routing and Processing Details



AA RECORD LOCATOR: LAKAPM



Get your boarding pass faster!
Scan this barcode at any
American Airlines Self-Service
Machine.

Tulsa to Hilton Head Island

1 Adult

Thursday January 23, 2025 – Saturday January 25, 2025

Total Paid:
\$472.37 USD

AA Record Locator LAKAPM	Reservation Name TUL/HHH
<small>Your record locator is your reservation confirmation number and will be needed to retrieve or reference your reservation.</small>	Status: Ticketed Jan 08, 2025

Flight	Depart	Arrive	Fare Amount
American Airlines 1729	Tulsa (TUL) January 23, 2025 06:38 AM Travel Time : 2 h 26 m Class : Economy Seat : 8F	Charlotte (CLT) January 23, 2025 10:04 AM Booking Code : Q Aircraft : Boeing 737-800	Adult 1 × \$392.90 USD \$392.90 USD
American Airlines 3458 <small>Operated by Envoy Air</small>	Charlotte (CLT) January 23, 2025 01:05 PM Travel Time : 1 h 13 m Class : Economy Seat : 10A	Hilton Head Island (HHH) January 23, 2025 02:16 PM Booking Code : Q Aircraft : Boeing 737-800	Taxes & Carrier-Imposed Fees Taxes and Fees \$79.47 USD Carrier-Imposed Fees \$0.00 USD
			Flight Subtotal \$472.37 USD

Flight	Depart	Arrive
American Airlines 3457 <small>Operated by Envoy Air</small>	Hilton Head Island (HHH) January 25, 2025 06:05 PM Travel Time : 1 h 26 m Class : Economy Seat : 8C	Charlotte (CLT) January 25, 2025 07:31 PM Booking Code : Q Aircraft : Embraer 175
American Airlines 2662	Charlotte (CLT) January 25, 2025 08:19 PM Travel Time : 2 h 44 m Class : Economy Seat : 8F	Tulsa (TUL) January 25, 2025 10:03 PM Booking Code : Q Aircraft : Embraer 175

Receipt

PASSENGER	TICKET NUMBER	FREQUENT FLYER NUMBER	FARE	EQUIV FARE	Tax/Fee/Charge	TICKET TOTAL
LEE,ERIC	0012204274241		\$392.90 USD	0.00 USD	79.47	472.37
Payment Type: VISA *****6994					Total	\$472.37 USD

Endorsements/Restrictions

FN H6 NONREF/FAREDIF/CXL BY FLT TIME OR NOVALUE

Terms and conditions:

If you've already begun travel, this receipt may only show portions of your trip not flown.

If your ticket involves travel outside the U.S., Canada, U.S. Virgin Islands or Puerto Rico and has been reissued, your ticket total may not include all taxes. Please contact Reservations for the correct total.

A summary of all the terms and conditions that apply to your travel are available on aa.com/conditionsofcarriage.



Log in 

Your trip is booked

We'll email your confirmation shortly. Thanks for choosing American Airlines.

\$ 472.37

Your trip to Hilton Head Island, SC

Your trip to Hilton Head Island, SC

Record Locator: LAKAPM

Trip name: TUL/HHH

\$ 472.37

View trip details, request upgrades, change seats and more.

[Manage your trip](#)

DEPART

TUL to HHH

Thu, Jan 23, 2025

6:38 AM → 2:18 PM

Includes travel operated by Envoy Air As American Eagle

RETURN

HHH to TUL

Sat, Jan 25, 2025

6:05 PM → 10:03 PM

Includes travel operated by Envoy Air As American Eagle

Passengers

Eric Lee

Ticket number: 0012204274241

Status: Ticketed

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Search bar containing "Hilton Head Airport"

Check-in date: 01/23/2025 → Check-out date: 01/25/2025

Search



Hampton Inn Hilton Head
2.5★ property

from **\$151/night**

Earn 200 AAdvantage® miles



Island Links Resort by Palmera
3★ property

from **\$209/night**

Earn 300 AAdvantage® miles



HHI Homes LLC
3★ property

from **\$241/night**

Earn 1,000 AAdvantage® miles

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Baggage information

Checked bags

Airport	1st bag	2nd bag
	No charge	\$45

Maximum dimensions: 62 inches / 158 Centimeters

Maximum weight: 50 pounds / 23 kilograms

Dimensional size is calculated as follows: (Length + Width + Height)

[Other baggage and optional charges](#) 

Carry-on bags

American Airlines (no charge)

Personal Item

Includes: purse, briefcase, laptop bag or similar item that must fit under the seat in front of you.

Carry-On

Maximum dimensions not to exceed:

22" long x 14" wide x 9" tall (56 x 35 x 23 cm)

If your flight is operated by a partner airline, see the other airline's website for carry-on and checked bag policies.

[Other airlines](#)

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Toyota Corolla or similar

5 3 AC A Budget

\$40/day

\$171 \$155 total

Reserve



Earn 224 miles



Intermediate

Toyota Corolla or similar

5 3 AC A AVIS

\$43/day

\$182 \$165 total

Reserve



Earn 240 miles



SUV

Mazda CX-5 or similar

5 3 AC A Budget

\$45/day

\$191 \$173 total

Reserve



Earn 252 miles

Total includes estimated taxes and charges.

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🎯 Redeem as low as 1,000 miles per purchase.

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